

## WDNR/DoD P2 Alliance

8 February 2000, Meeting Minutes

Ft McCoy

1. Agenda and Attendance. The agenda and attendance sheet are shown at enclosures 1 and 2.
2. The Charter. The Charter is complete and disk copies were provided to Alliance members. The Alliance agreed to update signature blocks to reflect command changes every 3 years or as the goals change. Fort McCoy will arrange to make 16 high quality, 11" x 14", copies of the Charter and provide at next meeting.
3. Press Release. Mr. McAlear provided the Alliance with an updated draft press release (enclosure 3). Team members were encouraged to forward to their Public Affairs Office or to local news media. Alliance members will forward all new articles to the historian to file.
4. Web Page. WDNR site can be cross-linked to DENIX. DENIX has agreed to assist State Alliances with web pages. Items discussed for posting on the web page include; the charter, POC list, meeting minutes, annual work plan, accomplishments, reports, and success stories. Options for hosting the web site include DENIX itself and SHWEC if WDNR cannot host it. The Alliance needs to elect a single Alliance POC to funnel information to the Webmaster.
5. Awards. Fort McCoy will develop an award nomination form for next meeting. The form will include; name, accomplishment, and recommended citation (limited to 25 words). The Alliance will review nominations. The SHWEC will print the awards. The Co-Chairs will sign the awards. The award is presented through chain of command.
6. Letterhead. Fort McCoy was tasked to create WDNR/DoD P2 Alliance letterhead for next meeting. The letterhead is to include co-chairs name and charter heading.
7. Paint Waste. WDNR's Ginger Hooper led a paint waste and empty can disposal discussion. Ms. Hooper provided the Alliance with A copy of NR 605.06 Residues of hazardous waste in empty containers regulations.
8. Defense Reutilization and Marketing Service. DRMS's Terri Moeller is the new customer services representative. She presented a DRMS briefing for the Alliance. Ms. Moeller is willing to meet and discuss your activities specific disposal and recycling needs. Ms. Moeller's phone number is (309) 782-2232.
9. Strategic Plan. Please be prepared to discuss and and finalize the draft Alliance Strategic Plan during the next meeting (enclosure 4).
10. Next Meeting. The next meeting is May 2nd, at 10:00 a.m. in Milwaukee.

### Action Items for next meeting

1. Fort McCoy 16 copies of Charter
2. Fort McCoy develop awards nomination form
3. Fort McCoy develop Alliance Letterhead

4. Everyone be prepared to discuss and develop strategic plan